



**CORRECTIONAL HEALTH SERVICES**  
**ADMINISTRATOR II, CORRECTIONAL FACILITY**  
California Correctional Health Care Services

**OPEN – CONTINUOUS FILING**

CONTACT  
INFORMATION  
ON THE WEB

[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

[www.ChangingPrisonHealthCare.org](http://www.ChangingPrisonHealthCare.org)

**W**e are an Equal Employment  
Opportunity employer to all  
regardless of race, color, creed,  
national origin, ancestry, sex, marital  
status, disability, religious or political  
affiliation, age, or sexual orientation.

**Position Information**

Positions currently exist statewide with the California Correctional Health Care Services.

The Correctional Health Services Administrator II, Correctional Facility, under general administrative direction, has overall medical support services and administrative responsibility for a large and complex health care program to include hospital, psychiatric, and dental services in a State correctional facility.

**Salary and Benefit Information**

Currently, as of July 1, 2014: \$6,586 - \$7,479 per month

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

**Who Can Apply**

All applicants who meet the education and/or experience requirements as stated below may apply.

**Minimum Qualifications**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as either "I," or "II," or "III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

**Either I**

**Experience:** One year of experience in California state service in a major hospital administrative or management function performing medical support services duties of a class at least comparable in level of responsibility to those of Hospital Administrative Resident IV.

**Or II**

**Experience:** Two years of experience in California state service performing duties in a major hospital administrative or management function performing medical support services duties at least comparable in level of responsibility to those of Hospital General Services Administrator II, Supervising Nurse III, Pharmacist II, or Hospital Administrative Resident III.



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**Minimum Qualifications (Continued)**

**Or III**

**Experience:** Four years of progressively responsible experience in medical health care administration which must have included at least three years of experience with responsibility for directing two or more administrative management and support services comparable to those found in a large hospital such as nursing, pharmacy, dietary, rehabilitation, laboratory, or administrative studies. (A post Baccalaureate Degree in Hospital Administration or in a closely related field may be substituted for one year of experience.) (Experience in California state service applied toward this requirement must be at least the level, duration, and type specified in Patterns I and II above.)

**And**

**Education:** Equivalent to graduation from college with a major in hospital administration or in a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**Special Personal Characteristics:** Demonstrated leadership ability and objective understanding of the problems of the California Department of Corrections and Rehabilitation; empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; alertness; keenness of observation; tact, patience, and emotional stability; willingness to accept and effectively carry out administrative responsibility.

**Special Physical Characteristics:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/youthful offenders.

Assignments may include sole responsibility for the supervision of inmates/youthful offenders and/or the protection of personal and real property.

**Examination Information**

This examination will consist of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**TRAINING AND EXPERIENCE ASSESSMENT  
WEIGHTED 100%**

**Knowledge of:**

1. Principles and practices of organization, supervision and management.
2. Problems involved in administrative health services support programs of a hospital.
3. Program development and evaluation techniques.



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**Examination Information**

**Knowledge of:**

4. Principles and practices of organization, supervision and management.
5. Problems involved in administrative health services support programs of a hospital.
6. Program development and evaluation techniques.
7. Objectives of the treatment programs of a hospital.
8. The Department's Equal Employment Opportunity (EEO) objectives.
9. A manager's role in the EEO Program and the processes available to meet EEO objectives.

**Ability to:**

1. Plan, organize, direct, and evaluate health services support and programs to meet treatment needs of the hospital, psychiatric, and dental programs in a correctional facility.
2. Establish and maintain effective working relationships with medical and psychiatric professional staff and with others.
3. Collect and analyze data and make administrative studies and prepare clear, concise and comprehensive reports.
4. Analyze situations accurately and take effective action.
5. Supervise, train and motivate staff to achieve maximum effectiveness.
6. Communicate effectively.
7. Effectively contribute to the Department's EEO objectives.

**How to Apply and Test**

Submit a State Application (Std. Form 678) and Training and Experience Assessment (T&E) for this examination either by mail or in person to the address listed below. The Std. Form 678 can be found at [www.jobs.ca.gov](http://www.jobs.ca.gov). The T&E for this examination can be found on our website at [www.cphcs.ca.gov](http://www.cphcs.ca.gov) or a copy can be obtained by calling (916) 691-5894.

**By mail:**

California Correctional Health  
Care Services  
Examination Services Section, Bldg D1  
P.O. Box 588500  
Elk Grove, CA 95758

**In person:**

California Correctional Health  
Care Services  
8280 Longleaf Drive  
Suite 101 Drop Box  
Elk Grove, CA 95758

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources.

Only applications with an original signature will be accepted.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.



## CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES



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### **How to Apply and Test (Continued)**

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Examination Services Section at (916) 691-5894 to make specific arrangements.

### **Eligible List Information**

The resulting eligible list will be established to fill vacancies within the California Correctional Health Care Services. Names of successful candidates are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

### **Veterans Preference and Career Credits**

Veteran's Preference will be awarded in this examination. All persons who successfully pass this examination, who qualify for, and have requested Veteran's Preference will be placed in Rank 1 of the respective eligibility list, regardless of score. Career credits will not be granted in this examination.



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General Information

Applications are available at the State's career website at [jobs.ca.gov](http://jobs.ca.gov), local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

Veteran's Preference: California law allows the granting of Veteran's Preference to any veteran, widow, or widower of a veteran, or spouse of a 100% disabled veteran who achieves a passing score in any Open examination to be ranked in the top rank of the resulting eligibility list. Directions to apply for Veteran's Preference are on the Veteran's Preference Application (CalHR 1093) which is available from Department of Human Resources at <http://jobs.ca.gov/Job/VeteransInformation> and the Department of Veterans Affairs at [www.cdva.ca.gov](http://www.cdva.ca.gov). Veteran's Preference is not granted once a person achieves permanent civil service status.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call  
(916) 691-5894 or 1-877-793-4473

California Relay Service for the Deaf or Hearing Impaired:  
1-800-735-2929

This bulletin cancels and supersedes all previously issued bulletins.